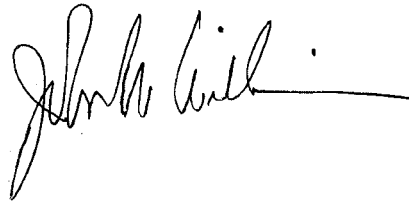


**For:** All FSA and RMA Managers and Supervisors, FSA Administrative Officers

**Mandatory Performance Management Training**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A Background**

In 2002, the President's Management Agenda (PMA) laid out 5 Government-wide initiatives that have become the driving force behind the efforts for the Administration and federal managers to improve government performance. Performance is the centerpiece of its policies about human resources issues. To supplement PMA, in early 2004, then Deputy Assistant Secretary for Administration Mr. John Surina issued a memorandum requiring agencies to focus on achieving a results-oriented performance culture.

These developments have led to a new philosophy that requires agencies to identify, measure, and report on their efforts to continuously improve the performance of their major programs, focus on results, identify the processes that best accomplish the results, and calls for a performance management and awards system that identifies and rewards the agency's top performers.

As a result of this, FSA and RMA have changed their performance management systems.

All FSA and RMA managers and supervisors, and FSA administrative officers are required to take training on the new performance management principles and practices. The training is available on AgLearn. After taking the training, managers and supervisors are to put new FY 2006 performance plans into place for all their employees based on the lessons learned in the training.

Disposal Date	Distribution
October 1, 2007	All FSA and RMA managers and supervisors, FSA administrative officers; State Offices relay to County Offices

**1 Overview (continued)**

**B Purpose**

This notice:

- explains the performance management training requirements
- provides guidance to complete the training
- provides contact information.

**C Deadline for Completing Training**

All FSA and RMA managers and supervisors must complete the required Performance Management Training **by January 31, 2006**. If a manager or supervisor is out of the office the entire time between the date this notice is issued and January 31, 2006, then the manager or supervisor must take the training within 5 business days of their return.

**2 Manager's and Supervisor's Action**

**A Access to AgLearn**

All managers and supervisors shall access the AgLearn homepage at **<http://www.aglearn.usda.gov>** to complete the performance management training.

Employees are required to have a USDA eAuthentication employee account (user ID and password) to access training provided through AgLearn. Employees who do **not** have an account shall establish an eAuthentication user ID and password according to 6-IRM, Exhibit 16.5. 6-IRM is available on the Intranet from FSA Handbooks Online at **<http://dmis.fsa.usda.gov/rware/home.html#98677>**.

## 2 Manager's and Supervisor's Action (Continued)

### B Accessing Performance Management Training Through AgLearn

**Note:** Users that have pop-up blockers should turn them off to run the course.

Managers and supervisors shall access the performance management training according to this table.

Step	Action
1	Access the AgLearn homepage according to subparagraph A and click " <b>Student Login</b> " button.
2	On the Warning Screen, click " <b>Continue</b> " to access the eAuthentication Login Screen. Enter user ID and password and click " <b>Login</b> ".
3	On the AgLearn Welcome Screen, check to see if "Performance Management Training" is on the employee "Learning Plan" by clicking " <b>Go to Learning Plan</b> ". If it is, click on " <b>launch content</b> ". This may take a few minutes to download. Then go to step 6.  <b>Note:</b> If the course is <b>not</b> on the employee "Learning Plan", select " <b>Catalog</b> " on the top of the screen menu. Under subjects from the list of items on the left side of the scroll click the employee's agency " <b>Farm Service Agency</b> ", " <b>Foreign Agricultural Service</b> ", or " <b>Risk Management Agency</b> ".
4	The " <b>Performance Management Training</b> " course should appear or scroll until the employee locates the course. Click " <b>Performance Management Training</b> ".
5	Click " <b>Launch</b> " under the Status heading located to the right of the title " <b>Performance Management Training</b> ". This may take a few minutes to download.
6	If the Security Certificate Warning Screen is displayed, click " <b>Yes</b> " to accept the security certificate
7	Employee will now be within the Performance Management Training course. Complete each topic and assessment according to the instructions provided within the course.  <b>Note:</b> Employee must also complete the survey as part of the course to receive credit for taking the course.

**Note:** After training has been completed, employee shall verify that they have received credit for the course by checking their learning history in AgLearn.

### C Reasonable Accommodations

Persons with disabilities who require accommodation to participate in this training should contact Stephen Crisp, HRD, at 202-418-8975 or TTY 202-418-9116.

### D Performance Management Desk Guide

A printable version of the performance management training is being developed and will be available in the future on the HR web site.

**2 Manager's and Supervisor's Action (Continued)**

**E Implementation of New FY 2006 Performance Plans**

All new performance plans must be in place by **March 1, 2006**. The menu of elements, AD-435A's, and AD-435B's are available on the HR web site at:  
**[http://hr.ffas.usda.gov/policies/perf\\_mgt\\_services.htm](http://hr.ffas.usda.gov/policies/perf_mgt_services.htm)**.

**F Elements and Standards for Field Office Positions**

DAFO and HRD have developed a series of required and recommended elements and a set of measurable standards for each element for field office positions.

**Note:** Required and recommended elements will be released under a separate notice. New performance plans for FSA field office employees should not be written without reference to these.

**G I\*CAMS (Only For Offices Using I\*CAMS)**

I\*CAMS screens have been modified to accommodate the new performance management system. This includes new screens for the 3-tiered element rating levels and the 5-tiered summary rating levels.

### 3 Agency Contacts

#### A Contacts

If there are any questions on the performance management program, managers and supervisors may contact the appropriate Servicing Personnel Office according to this table.

IF the manager/supervisor is located in...	THEN contact...
FSA National Office	Performance Management, Benefits, and Awards Branch, HRD, at 202-418-8975 or TTY 202-418-9116.
RMA Offices (except Kansas City)	
1 of the following offices: <ul style="list-style-type: none"> <li>• FSA Kansas City/St. Louis</li> <li>• FSA APFO</li> <li>• FSA State Offices</li> <li>• RMA Kansas City</li> </ul>	Employee and Labor Relations Section, KC HR Office, at 816-926-6643 or TTY 816-926-3063.
FSA County Office	State Office.

See 6-IRM, Exhibits 16.5 through 16.8 for eAuthentication questions and assistance.

For guidance or assistance with AgLearn:

- contact the AgLearn help desk by phone at 866-633-9394 or e-mail at **aglearnhelp@genphysics.com**
- access the AgLearn Student Reference Guide at **[https://aglearn.usda.gov/student\\_ref.pdf](https://aglearn.usda.gov/student_ref.pdf)**
- click “**Contact Us**” option for FSA contact information or call 866-633-9394.